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Approved For Release 2005/11/17 : CIA-RDP58-00039A000500040070-7

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Plans & Policy Staff/TR

DATE: 29 May 1956

SUBJECT: Weekly Activity Report No. 22
Period 22 May - 29 May 19561. SIGNIFICANT ITEMS:DOC. NO. 16 NO CHANGE
TO: IS SECRET. JUST 22
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 25 April 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #17

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

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JOB NO. BOX NO. FLD NO. DOC. NO. 17 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 09 REV DATE 22-22 REVIEW
NO. PGS 15 CREATION DATE 02 YPED DOC. 02
REV CLASS C REV COORD. AUTH: HR 70-3

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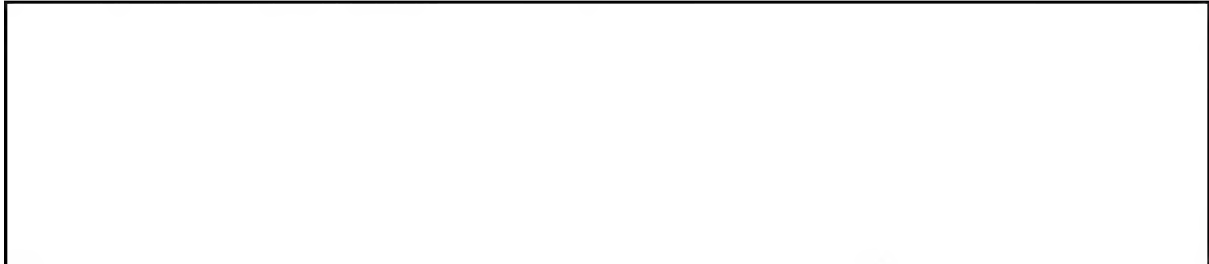
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funds for the revised contract.

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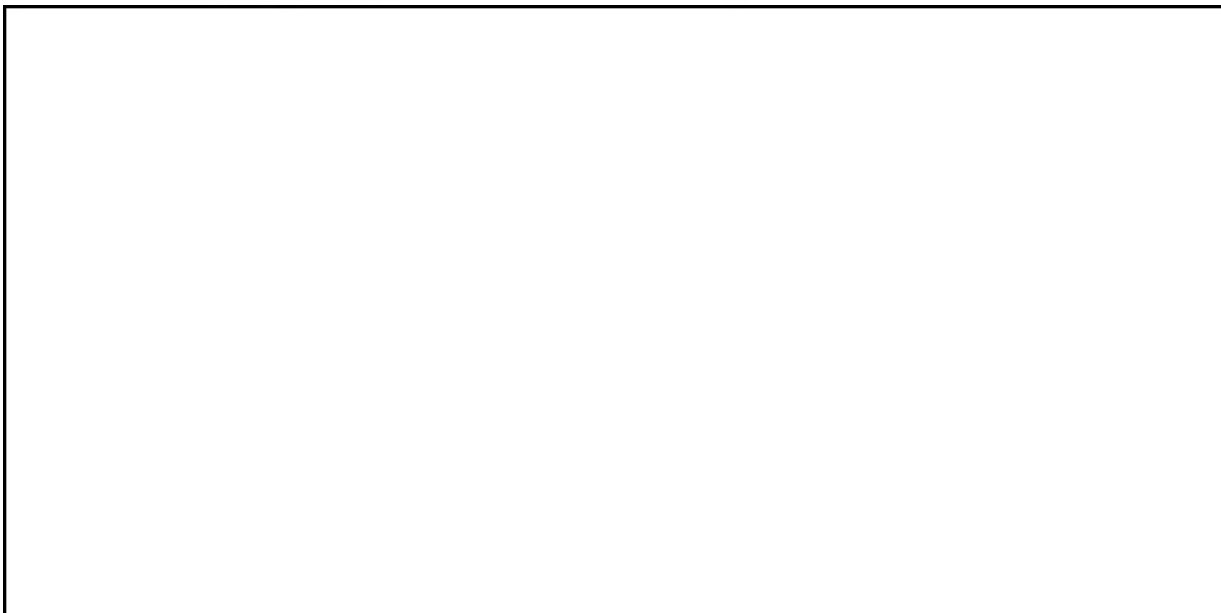
- F. New OTR Clerk-Stenos - Two new clerk stenos reported to OTR last Friday. The Office of Personnel advises that these are probably the last two clerical personnel OTR will receive until June.
- G. Cable Writing Course - The Registrar met with AH/OS to establish a procedure whereby attendance at the Cable Writing Course can be made a matter of permanent record. A form to be completed by the student certifying attendance was devised. Copies of the certificate will be forwarded to the appropriate Senior Staff Training Officer, the Registrar, and the Office of Personnel.
- H. CE Operations Course - The CI Staff Training Officer has completed screening all requests for the CE Operations course beginning 30 April. Memos confirming enrollment have been forwarded by the Registrar to each individual whose request has been approved.
- I. FY 1957-1958 External Training Requirements - A member of LETS/TR and BFO/TR will prepare the External Training budgetary estimates for FY 1957 and 1958. Training requirements received from all Agency Offices will be the basis for this projection.
- J. Requests for Advance of Funds - Chief/Finance Division disseminated a notice stating that all Requests for Advance of Funds will not be hand-carried by the requestor beyond the Certifying Officer/Finance Division. Justifiable emergency requirements will be handled by special Finance Division arrangements.
- K. OTR Regulatory Issuances - In compliance with a request from the Chief, Regulations Control Staff, the ARO/TR submitted an outline of the present status of regulatory issuances to be proposed by OTR.

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- L. Delinquency Statements - A reply to the recent IBM delinquency statements was sent to the Finance Division. Of the seventeen listed as delinquent, only two accounts remain unsettled. These people have been notified by the Processing Section to take immediate action to settle their accounts.

- M. Personnel Items:



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